



Application Form for Individual Bill Travel Card

SECTION I - CARDHOLDER APPLICANT INFORMATION (Must be a TTU/TTUS Employee)

Last Name:

First Name:

Middle Initial:

Department:

R Number:

City, State, Zip

Phone:

E-mail Address:

SECTION II - CARD INFORMATION

Instructions will be provided for completing an online portion of application (for personal information)

This card may only be used for travel related business expenses.

Payment for charges incurred on card is the responsibility of the Cardholder.

Payment must be made in full to Bank each billing cycle.

Bank will run a personal credit check prior to issuing your card.

Card must be used for all travel expenditures when using State appropriated funding (funds 11xxxx through 14xxxx).

Prepaid advances can be claimed on a Travel Application in order to make timely payments.

SECTION III - CARD LIMITS

30 - Day Cycle Limit: Select One

SECTION IV - SIGNATURES AND APPROVALS

Applicant Approval (Required - This will be the reconciler on the Individual Bill Travel Card)

Printed Name:

Signature/Date

Supervisor Approval

Printed Name:

Signature/Date

Submit applications for the Individual Bill Travel Card to:
Campus Mail: Box 41094 or deliver to TTU Plaza Room 408
E-mail: Travel Office (travelservices@ttu.edu)